

Wave 2 – User Acceptance Testing (UAT) Scenario Workshop – Purchasing, eProcurement (PO)





# Agenda

- Purpose and Expected Outcome
- Review BUSN242 Response Template
- Wave 1 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Wave 2 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Next Steps





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# Purpose and Expected Outcome

#### Purpose:

The Purpose of this Workshop is to review the testing scenarios planned for Wave 2 User Acceptance Testing (UAT) – this is part of BUSN242. Our goal is to solicit additional testing scenarios from departments to ensure we have adequately covered the complete business process for each area.

#### **Expected Outcome:**

Conduct workshops and capture feedback for additional departmental UAT Scenarios.





# Review BUSN242 Response Template

Open Response Template on Desktop





### Wave 2 UAT Scenarios – Process Areas

- ePro3 Create and Approve Requisitions
- ePro 1 Manage Solicitation
- ePro 2 Administer Vendor Contract
- PO2 Manage Purchase Orders
- PO4 Process Procurement Card Transactions
- PO3 Receive and Inspect Goods and Services
- SB/DVBE Certification
- PO1 Maintain Items for Purchase
- SCPRS, CSCR, and Progress Payments



Business Process	UAT Scenario	Brief Description
ePro3 - Create and Approve Requisitions	Create and Approve Requisition by Description and above PA (IT Service)	Create and Approve Requisition created for Service.
ePro3 - Create and Approve Requisitions	Manage Requisition (Update, Cancel, Re-Open)	Update, Cancel and Re-Open Requisition.
ePro3 - Create and Approve Requisitions	Inquiries and Reports	Run Requisition Reports.
ePro3 - Create and Approve Requisitions	Requisition Approvals (Approve, Deny, On Hold, Push back)	Requisition Approval.



Business Process	UAT Scenario	Brief Description
ePro3 - Create and Approve Requisitions	Update Purchasing Authority and Submit and Approve at Department level (After final Department Approval, it will flow to DGS for approval)	Update Purchasing Authority and Approve the Purchasing Authority.
ePro3 - Create and Approve Requisitions	Update PAC/PCO and Submit and Approve at Department level (After final Department Approval, it will flow to DGS for approval)	Update PAC/PCO.
ePro3 - Create and Approve Requisitions	DGS PA and PAC/PCO Approve and Deny, Update Department PA, add Exemption Code	DGS Purchasing Authority and PAC/PCO Approval.





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - ePro3 Create and Approve Requisitions



Business Process	UAT Scenario	Brief Description
ePro1 - Manage Solicitation	Create Online Buy Solicitation Event above PA, with Exemption Code (Public and also invite Bidder)	Create Online Buy Solicitation Event above PA, with Exemption Code (Public and also invite Bidder).
ePro1 - Manage Solicitation	Create Online RFI, include Bid Factor creation (Private Event)	Create Online RFI, include Bid Factor creation (Private Event).
ePro1 - Manage Solicitation	Create Buy Solicitation Event from Requisition, Two Envelope, with Intent to Award (Public)	Create Buy Solicitation Event from Requisition, Two Envelope, with Intent to Award (Public).
ePro1 - Manage Solicitation	Award Solicitation Event to PO and Contract	Award Solicitation Event to PO and Contract.
ePro1 - Manage Solicitation	Collaborate, Post and Approve Solicitation Event	Collaborate, Post and Approve Solicitation Event.



Business Process	UAT Scenario	Brief Description
ePro1 - Manage Solicitation	Create Bidder Profile on Behalf of Bidder and Enter Bid Response on Behalf of Bidder	Create Bidder Profile on Behalf of Bidder and Enter Bid Response on Behalf of Bidder.
ePro1 - Manage Solicitation	Analyze with Collaboration	Analyze with Collaboration.
ePro1 - Manage Solicitation	Analyze without Collaboration (Export and Import Analysis)	Analyze without Collaboration (Export and Import Analysis).
ePro1 - Manage Solicitation	Award Solicitation to multiple Vendor / Bidder	Award Solicitation to multiple Vendor / Bidder.
ePro1 - Manage Solicitation	Inquiries and Reports	Inquiries and Reports.
ePro1 - Manage Solicitation	Create a new Version with Amendment and QA document attached	Create a new Version with Amendment and QA document attached.





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - ePro 1 Manage Solicitation



Business Process	UAT Scenario	Brief Description
ePro2 - Administer Vendor Contract		Create a Multi-Year Contract with multi-line, Above PA, Open Item, Item Category, Item Description, Add Contract Document.
ePro2 - Administer Vendor Contract	PA, Add Agreement Summary and	Copy Contract and Update, within PA, Add Agreement Summary and Sub Contracting Information.
ePro2 - Administer Vendor Contract	Approve Contract and Ad Hoc OLS Approver	Approve Contract and Ad Hoc OLS Approver.
ePro2 - Administer Vendor Contract	Dispatch Contract	Dispatch Contract.



Business Process	UAT Scenario	Brief Description
ePro2 - Administer Vendor Contract	Add Contract Document	Add Contract Document.
ePro2 - Administer Vendor Contract	Create Contract PO Release	Create Contract PO Release.
ePro2 - Administer Vendor Contract	Contract Change Order	Contract Change Order.
ePro2 - Administer Vendor Contract	Inquiries and Report	Inquiries and Report.





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - ePro 2 Administer Vendor Contract



Business Process	UAT Scenario	Brief Description
PO2 - Manage Purchase Orders	Create Online PO without SABRC with Sub Contracting information within PA (Service + Goods - 2 lines)	Create Online PO without SABRC with Sub Contracting information within PA (Service + Goods - 2 lines).
PO2 - Manage Purchase Orders	Create a PO from Requisition with SABRC and above PA (Goods - Single Line)	Create a PO from Requisition with SABRC and above PA (Goods - Single Line).
PO2 - Manage Purchase Orders	Create PO from Contract, Split Schedule, Split Distribution	Create PO from Contract, Split Schedule, Split Distribution.
PO2 - Manage Purchase Orders	Create PO Change Order, Update PO without Change Order	Create PO Change Order, Update PO without Change Order.
PO2 - Manage Purchase Orders	PO Reconciliation, Cancel, Reopen	PO Reconciliation, Cancel, Re-open.



Business Process	UAT Scenario	Brief Description
PO2 - Manage Purchase Orders	Approve, Budget Check, Dispatch PO (Fax, Email, Print)	Approve, Budget Check, Dispatch PO (Fax, Email, Print).
PO2 - Manage Purchase Orders	Inquiries and Reports	Inquiries and Reports.





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - PO2 Manage Purchase Orders



Business Process	UAT Scenario	Brief Description
PO4 - Process Procurement Card Transactions	P-Card Reconciliation	P-Card Reconciliation.
PO4 - Process Procurement Card Transactions	P-Card Reports	P-Card Reports.
PO4 - Process Procurement Card Transactions	Administer P-Card	Administer P-Card.





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - PO4 Process Procurement Card Transactions



Business Process	UAT Scenario	Brief Description
PO3 - Receive and Inspect Goods and Services	Receive Goods	Receive Goods.
PO3 - Receive and Inspect Goods and Services	Receive Services	Receive Services.
PO3 - Receive and Inspect Goods and Services	Cancel Receipt	Cancel Receipt.
PO3 - Receive and Inspect Goods and Services	RTV Transaction	RTV Transaction.



Business Process	UAT Scenario	Brief Description
PO3 - Receive and Inspect Goods and Services	Receipt Inspection	Receipt Inspection.
PO3 - Receive and Inspect Goods and Services	Run Receiving Reports	Run Receiving Reports.





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - PO3 Receive and Inspect Goods and Services





# Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date.
- Review and Complete the PO Scenarios as part of the BUSN242 Response Template due <u>Friday</u>, <u>February 27</u>, <u>2015</u>.





- SB/DVBE Certification
- PO1 Maintain Items for Purchase





#### SB/DVBE Certification

- The SB and DVBE Certification Program will be managed by DGS-OSDS in FI\$Cal.
- DGS-OSDS is responsible for approving or denying certification applications.
- All firms that would like to apply for certification will need online credentials by registering as a Bidder or as an eSupplier (for firms already in the FI\$Cal vendor file).



Business Process	UAT Scenario	Brief Description
PO2 - Manage Purchase Orders	DGS Control Only: Online Apply for SB and DVBE Certification	DGS Only: Online Apply for SB and DVBE Certification.
PO2 - Manage Purchase Orders	DGS Control Only: Paper based SB and DVBE Certification	DGS Only: Paper based SB and DVBE Certification.
PO2 - Manage Purchase Orders	<b>DGS Control Only:</b> Manage Certification	DGS Only: Manage Certification.
PO2 - Manage Purchase Orders	<b>DGS Control Only:</b> Edit and Approve Certification	DGS Only: Edit and Approve Certification.
PO2 - Manage Purchase Orders	DGS Control Only: Certification Reports	DGS Only: Certification Reports.
PO1 - Maintain Items	DGS Control Only: Item Upload (Only Cal PIA and DGS)	Item Upload (Only Cal PIA and DGS).





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - SB/DVBE Certification
    - Maintain Items for Purchase

# Wave 2 UAT Scenarios – Future Wave, Deferred and Exempt Departments

Business Process	UAT Scenario	Brief Description
PO2 - Manage Purchase Orders	Non-Wave 2: Online SCPRS Entry and Update SCPRS entry	Non-Wave 2: Online SCPRS Entry and Update SCPRS entry.
PO2 - Manage Purchase Orders	Non-Wave 2: SCPRS Upload	Non-Wave 2: SCPRS Upload.
ePro1 - Manage Solicitation	Non Wave 2: Online CSCR Entry and Approval	Non Wave 2: Online CSCR Entry and Approval.
ePro1 - Manage Solicitation	Non Wave 2: Progress Payment	Non Wave 2: Progress Payment.

FISCal





- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - SCPRS
    - CSCR
    - Progress Payment





# Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date.
- Review and Complete the PO Scenarios as part of the BUSN242 Response Template due <u>Friday</u>, <u>February 27</u>, <u>2015</u>.





### **Question and Answer**



### FI\$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

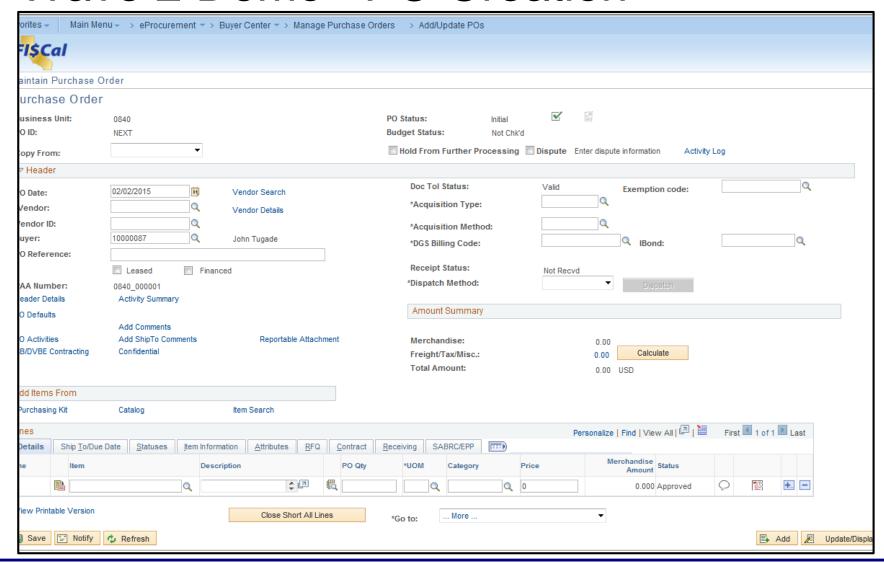


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# **APPENDIX**

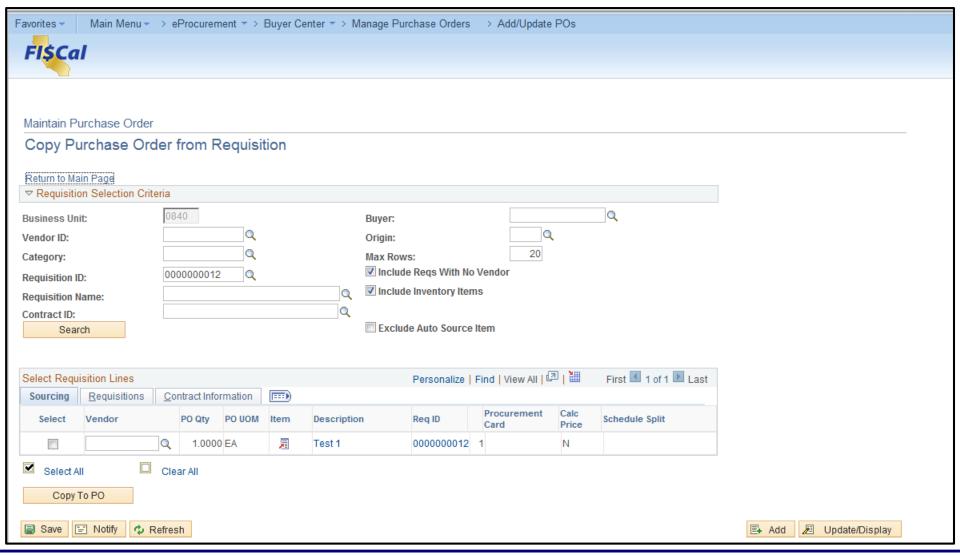


# Wave 2 Demo-PO Creation

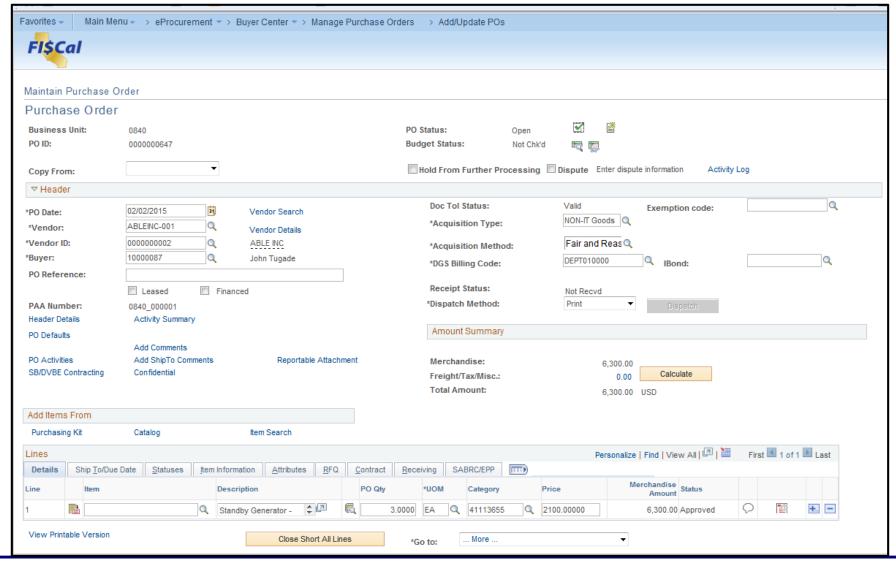




### Wave 2 Demo – Create PO, Copy from Requisition



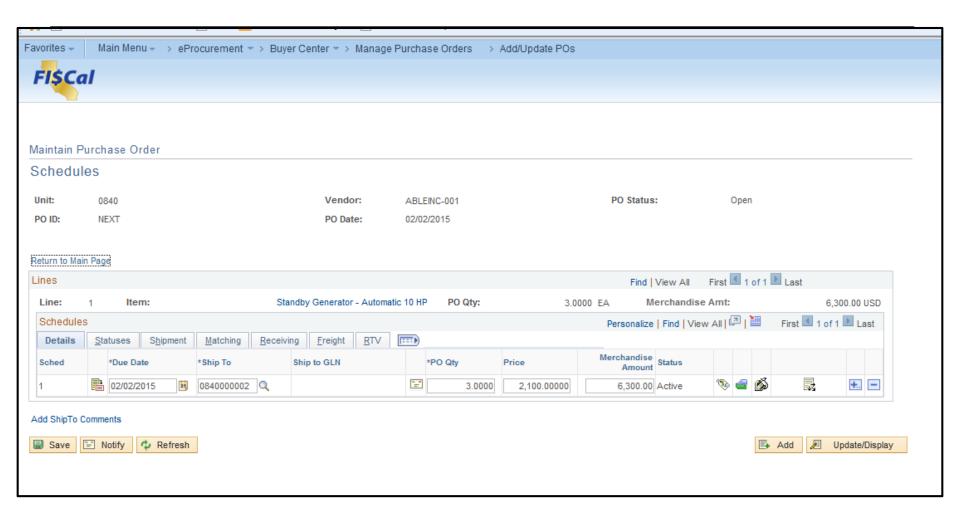
### Wave 2 Demo – Create PO, Header and Footer



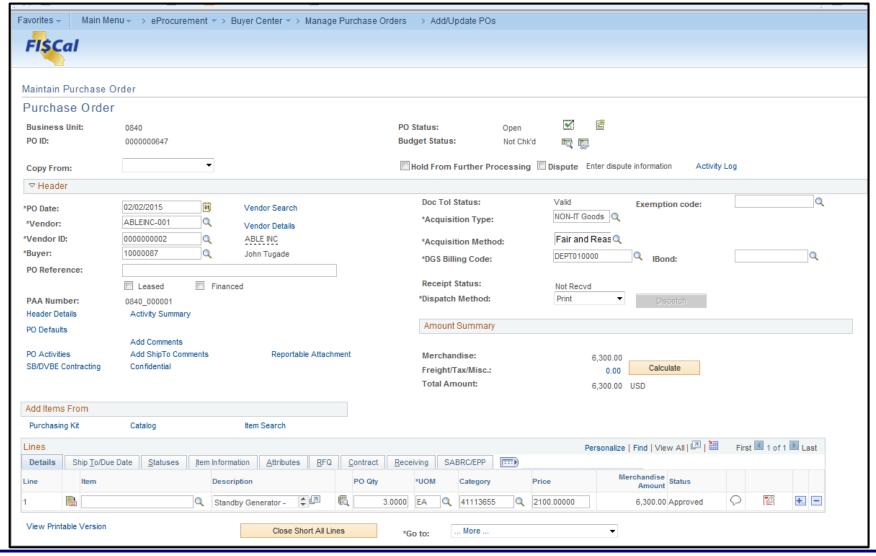
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### Wave 2 Demo - Create PO, Schedule Info



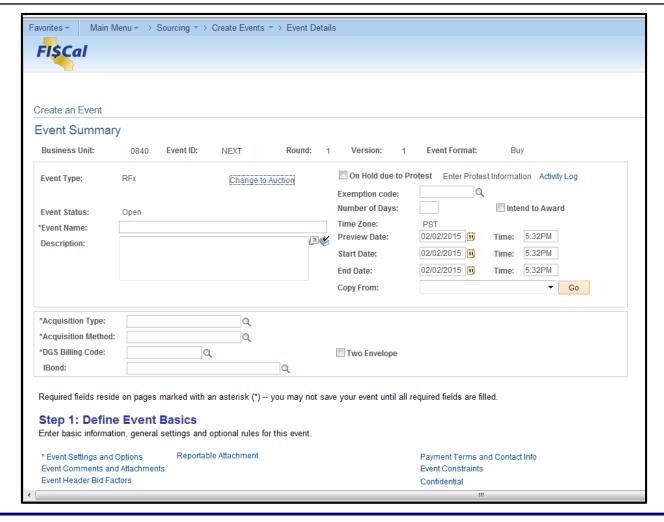
### Wave 2 Demo – Create PO, Funding (Distribution)



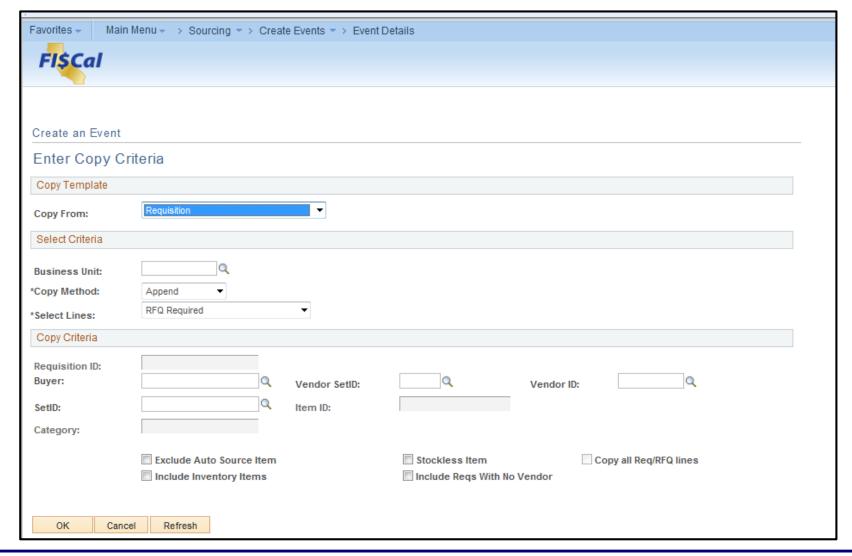
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#### Wave 2 Demo- Event Creation



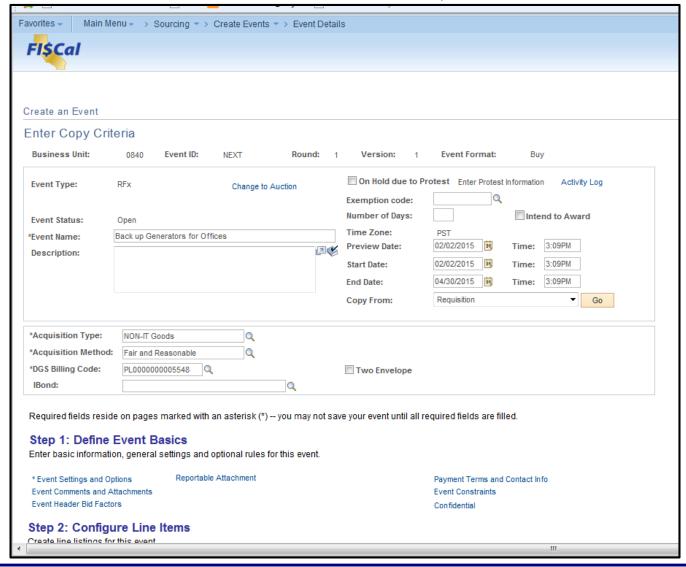
### Wave 2 Demo- Event Creation, Copy from Req



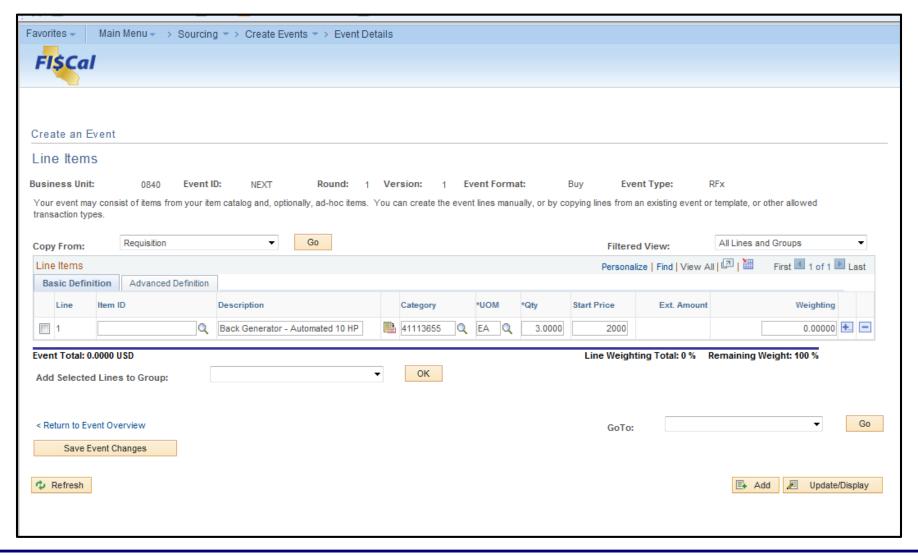
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### Wave 2 Demo- Event Creation, Event Header

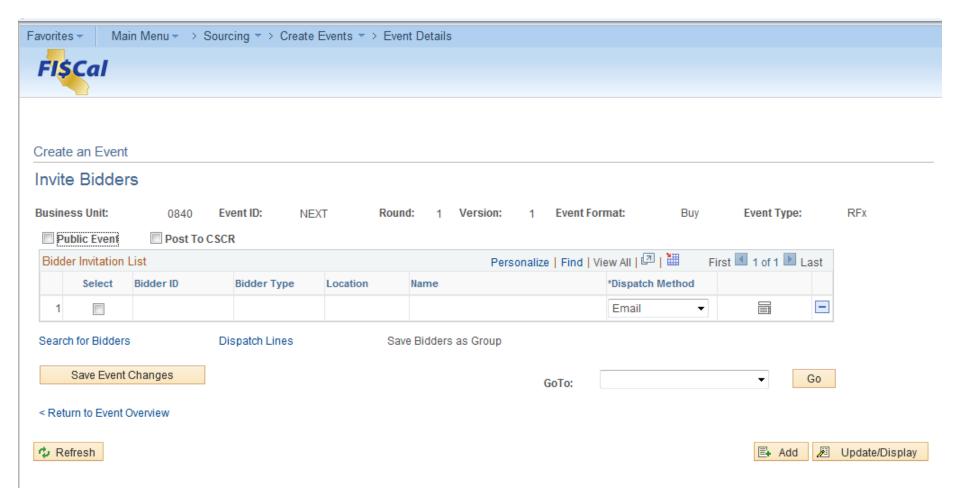




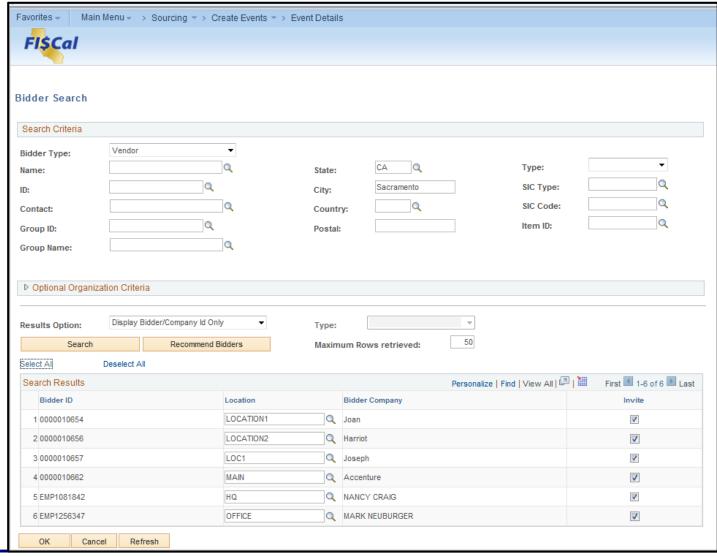




### Wave 2 Demo-Event Creation, Step 3: Invite Bidders



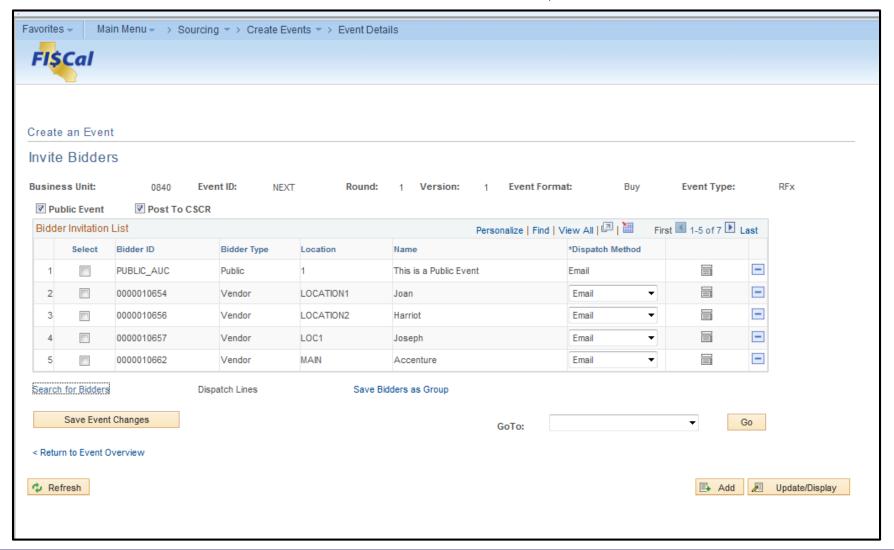
### Wave 2 Demo-Event Creation, Bidder Search



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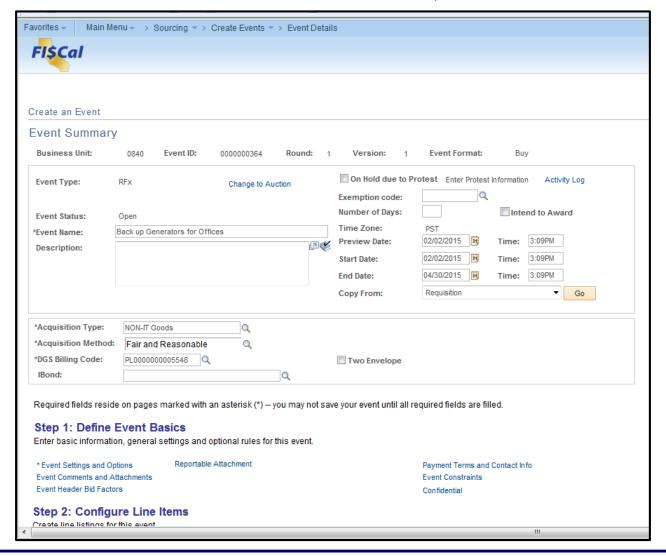


### Wave 2 Demo-Event Creation, Public/Post to CSCR



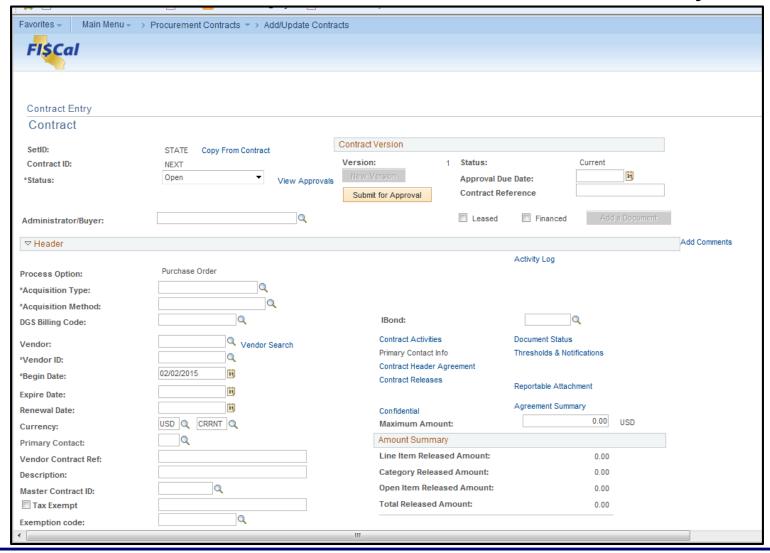


### Wave 2 Demo-Event Creation, Event Saved





### Wave 2 Demo-Event Creation, Contract Entry





### Wave 2 Demo-Event Creation, Contract Saved

